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Senator Ron Jelinek
Michigan Senate
21st District

Chair, Senate Appropriations
Chair K-12, School Aid & Education
VC, Subcommittee on DNR
VC Subcommittee on Agriculture
VC -- Subcommittee on Capitol Outlay
Member of Senate Fiscal Agency Board of
Governors

SENATE APPROPRIATIONS COMMITTEE RULES

1. The Senate Appropriations Committee (hereinafter referred to as the "Committee") shall consist of 18 members – eleven members from the majority party and seven members from the minority party.

The Chair of the Committee shall prepare an agenda for each committee meeting.

A committee may hold a meeting or public hearing on any issue relevant to the subject matter of the committee. Notice of the meeting or hearing, its subject, date, time and place, shall be given in writing to the Secretary of the Senate who shall print it in the Journal and on the Senate calendar and post it where appropriate (See Const. Art. 4, Sec. 17).

Unless otherwise notified by the Chair, all regular Committee meetings will be held on Wednesdays, at 2:00 p.m. in the Senate Appropriations Room, 3rd Floor Capitol Building. The deadline for notifying the Committee Clerk of items ready to be placed on the agenda will be the prior Monday by 3:00 p.m.

2. All Committee meetings and public hearings shall be open to the public. All deliberations and decisions of the Committee shall be made at a meeting or public hearing.
3. All testimony and hearings shall be tape recorded and the minutes and tapes shall remain with the Committee and be made available to the public during reasonable business hours. Committee meeting tapes can be duplicated if a party desires. The fee charged for audio tape duplication is \$5.00 per tape. Checks should be made payable to the "Michigan Senate".
4. The Committee shall operate on the Subcommittee basis with members being appointed by the Chair.
5. The Chair reserves the right to schedule a bill before the Committee without a Subcommittee hearing and/or allow a bill to be used as a vehicle bill.

6. Subcommittees shall consist of the following numbers of members. In addition, the Chair of the Committee shall be an ex officio member of each subcommittee to which he/she is not expressly appointed.
 - a. The subcommittees on Agriculture, Community Colleges, Environmental Quality, History, Arts and Libraries, Judiciary and Corrections, Natural Resources, Retirement, State Police and Military Affairs and Transportation shall consist of three members, two from the majority party and one from the minority party.
 - b. The subcommittees on Economic Development, Human Services, General Government and K-12 School Aid and Education shall consist of five members, three from the majority party and two from the minority party.
 - c. The subcommittees on Community Health and Higher Education shall consist of seven members, four from the majority party and three from the minority party.
 - d. The Capital Outlay subcommittee shall consist of ten members, six from the majority party and four from the minority party.
7. The first member named shall be Chair of the Subcommittee.
 - a. The Subcommittee on Agriculture shall be responsible for all matters regarding the budgets of the Department of Agriculture including, but not limited to supplementals, transfers and over expenditures.
 - b. The Subcommittee on Capital Outlay shall be responsible for all matters regarding the budgets of all capital outlay projects as well as other responsibilities provided for under the DMB Act, P.A. 431 of 1984, as amended, including, but not limited to supplementals, transfers and over expenditures.
 - c. The Subcommittee on Economic Development shall be responsible for all matters regarding the budgets of the Department of Energy, Labor and Economic Growth and the Michigan Strategic Fund Agency including, but not limited to supplementals, transfers and over expenditures.
 - d. The Subcommittee on Community Colleges shall be responsible for all matters regarding the budgets of the Community and Junior Colleges including, but not limited to supplementals, transfers and over expenditures.
 - e. The Subcommittee on Community Health shall be responsible for all matters regarding the budgets of the Department of Community Health including, but not limited to supplementals, transfers and over expenditures.

- f. The Subcommittee on Environmental Quality shall be responsible for all matters regarding the budgets of the Department of Environmental Quality including, but not limited to supplementals, transfers and over expenditures.
- g. The Subcommittee on Human Services shall be responsible for all matters regarding the budget of the Department of Human Services including, but not limited to supplementals, transfers and over expenditures.
- h. The Subcommittee on General Government shall be responsible for all matters regarding the budgets of the Departments of Attorney General, Civil Rights, Information Technology, Management and Budget, State and Treasury, as well as the Executive Branch and the Legislature including, but not limited to supplementals, transfers and over expenditures.
- i. The Subcommittee on Higher Education shall be responsible for all matters regarding the budgets of the Institutions of Higher Education including, but not limited to supplementals, transfers and over expenditures.
- j. The Subcommittee on History, Arts, and Libraries shall be responsible for all matters regarding the budgets of History, Arts and Libraries including, but not limited to supplementals, transfers and over expenditures.
- k. The Subcommittee on Judiciary/Corrections shall be responsible for all matters regarding the budgets of the Judiciary and the Department of Corrections including, but not limited to supplementals, transfers and over expenditures.
- l. The Subcommittee on K-12/School Aid/Education shall be responsible for all matters regarding the budgets of the Department of Education/School Aid (K-12) including, but not limited to supplementals, transfers and over expenditures.
- m. The Subcommittee on Natural Resources shall be responsible for all matters regarding the budgets of the Department of Natural Resources including, but not limited to supplementals, transfers and over expenditures.
- n. The Subcommittee on Retirement shall be responsible for all matters regarding the budgets of the Retirement systems including, but not limited to supplementals, transfers and over expenditures

- o. The Subcommittee on State Police and Veterans Affairs shall be responsible for all matters regarding the budgets of the Departments of State Police and Military and Veterans Affairs including, but not limited to supplementals, transfers and over expenditures.
 - p. The Subcommittee on Transportation shall be responsible for all matters regarding the budgets of the Department of Transportation including, but not limited to supplementals, transfers and over expenditures.
- 8. The Senate Fiscal Agency shall serve as staff to the Committee and Subcommittees on all functions of the budget, both appropriations and revenue.

The services of the Senate Fiscal Agency shall be directed towards assisting the Subcommittees and the Committee in analyzing budget proposals, briefing members, holding hearings, preparing decision documents and drafting appropriations bills. Additionally, the Senate Fiscal Agency shall assist the Subcommittees and the Committee in their oversight of the budget.

- 9. Upon completion of its work, but before bills are prepared for reporting by the Committee, each Subcommittee shall present its recommendations to the Committee for consideration and action. The affirmative vote of a majority of the Subcommittee members is required to report a Subcommittee recommendation to the Committee. A Subcommittee also has the option of reporting a bill without recommendation to the Committee.
- 10. When a motion for action is ordered by the Chair of the Committee, pertaining to any item of Committee business, support from a second member of the Committee must be obtained before the Committee can act on and carry the original motion.
- 11. Upon the receipt of an estimate of anticipated State revenues from the Senate Fiscal Agency, all Subcommittees shall be guided by the spending targets established by the Chair.
- 12. No expenses shall be incurred by a Subcommittee without prior authorization of the Chair of the Committee and no expenses shall be paid unless approved by the Subcommittee Chair, the Chair of the Committee and the Majority Leader.
- 13. To eliminate confusion, to allow for coordination of the members' efforts, and to coordinate the work of the Senate Fiscal Agency, all Subcommittee meetings must be scheduled in advance in accordance with the Open Meetings Act, and approved by the Chair of the Committee.

14. All Subcommittee recommendations, including any structure or language changes from the current year's appropriation bills, the Governor's recommendations or previous House action, shall be presented to the Committee for consideration.
15. Before adoption of a conference report on any appropriation bill, the Chair of the Committee shall be briefed by the Conference Chair on the changes and consequences of the conference committee action.
16. Voting by proxy is not permitted and shall not be recorded by the committee clerk. Members must be present when the roll call vote is called to be recorded as voting.
17. In accordance with Senate Rules, a Majority Chair and Vice Chair as well as a Minority Vice Chair shall be appointed to the Committee. In the event of a temporary absence of the Majority Chair and Majority Vice Chair, the highest ranking majority member in attendance shall act as Chair until the Majority Chair or Vice Chair return.
18. The presence of ten members is necessary to constitute a quorum.
19. Approval of ten members is necessary:
 - a. To report a bill out of Committee;
 - b. To report a bill out of Committee without recommendation;
 - c. To table a bill;
 - d. To take a bill from the table;
 - e. To postpone consideration of any matter;
 - f. To reconsider a postponement;
 - g. To amend a bill;
 - h. To approve a resolution;
20. Mason's Manual of Legislative Procedure shall apply when a situation is not covered by the Committee rules, Senate rules, and precedents of the Senate, State law, or the Constitution.
21. (1) Supplemental and Legislative transfer of appropriations shall not be considered except as follows; unless otherwise approved by the Chair:
 - a. For mid-year adjustments, the last day of submission to the Committee by the State Budget Director shall be May 1 of that fiscal year.
 - b. For year-end adjustments, the last day of submission to the Committee by the State Budget Director shall be September 15 of that fiscal year.

- c. For book closing adjustments of the prior year and preliminary adjustments for the fiscal year just begun, the last day of submission to the Committee by the State Budget Director shall be November 1 following the end of the prior fiscal year.
- (2) All transfer and supplemental requests submitted for Committee consideration by other than a member of the Committee or those contained in a House-passed bill must be accompanied by a letter of recommendation from the State Budget Director.

The department receiving the proposed transfer or supplemental must be represented before the Committee to state why the supplemental or transfer is necessary, and how the necessary funds will be provided or expended.

- 22. Each Subcommittee shall periodically review expenditure and revenue accounts for the Department or budget area within the Subcommittee's purview to determine potential overexpenditures, revenue shortfalls, and surpluses.

Rules as amended and adopted 1-28-09